



**United States Department of Agriculture  
Rural Development  
Montana State Office**

**MT AN 242 (1924)**

July 7, 2005

TO: Area Directors, Montana

SUBJECT: Certified Home Designs for Mutual Self Help Housing

**PURPOSE/INTENDED OUTCOME:**

This Administrative Notice provides guidance to Area Rural Development (RD) offices, and Section 523 Grantees active in the Mutual Self-Help Housing Program. Montana RD is establishing a central registry for the purpose of education and shared use with Mutual Self Help Grantees located in Montana. The intent is to provide other Section 522 grantees greater access to design documents that have been approved by RD and local building authorities and previously used in Montana. Nothing in this Administrative Notice is intended to replace applicable RD requirements for loan applications, or State and local building official requirements.

**COMPARISON WITH PREVIOUS AN:**

There has been no previous Administrative Notice on this subject.

**IMPLEMENTATION RESPONSIBILITIES:**

Area Directors who are currently making Section 502 loans to participants in the MSH Program will be responsible for initially providing to the RD State Office the documentation, including residential drawings and specifications of previously approved dwelling designs. Area Directors may obtain assistance from the Construction Supervisor or other Grantee staff in compiling the documentation needed for designs to be included in the register. Attachment 1 should be used to submit documents to the State Office before August 31, 2005. Designs will be included in the Register when complete documentation has been provided. After the establishment of this design registry, RD may provide Self Help Grantees with details on obtaining drawings for future planning purposes. Questions may be directed to Jim Raznoff, Architect, at 406-585-2553.

ROBERT S. LEIGLAND  
Acting State Director

Attachment 1

EXPIRATION DATE: June 30, 2006

FILING INSTRUCTIONS: Preceding  
MT Instruction 1924-A

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**Montana Mutual Self Help Housing  
Individual Residential Design  
Registration Form**

**Design Name:** \_\_\_\_\_

**Design Description:** (Provide brief description including number of levels, whether constructed on crawl space or basement, number of bedrooms/bathrooms, square footage of living areas, and other improvements such as a garage, porches, and decks). \_\_\_\_\_

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**Instructions for Design Registration:** For a design to be registered, completed documentation must be provided to the RD Area Manager which is then forwarded to the RD State Office in Montana.

**Documentation Submitted (indicate when included and complete description):**

**Drawings:** (Describe each page by name of designer/draftsman, contents of drawing, page number, date of drawing/revision). \_\_\_\_\_

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**Specifications:** Description of Materials (Form RD 1924-2, or other equivalent).

\_\_\_\_\_ Provided

\_\_\_\_\_ Not provided

**Permissions** for further use: (some designs are copyrighted and drawings are not permitted to be distributed for use with new buildings, unless specifically provided)

\_\_\_\_\_ Provided by designer

\_\_\_\_\_ Not provided

\_\_\_\_\_ Not required

**Building Permit** (List certified building jurisdiction(s) in which dwelling was built:

\_\_\_\_\_ Provided (include name of city, town, and year issued) \_\_\_\_\_

\_\_\_\_\_ Not provided, constructed outside of certified building jurisdiction.

**Plan certification** (required by RD, but may be waived where used within a certified building jurisdiction): \_\_\_\_\_ Provided (includes name of professional and codes certified) \_\_\_\_\_

\_\_\_\_\_ Waived by RD (list official reason for waiver) \_\_\_\_\_

**Other documentation** (Attach any other helpful information about design, such as construction costs, which trades were subcontracted, alternatives selected, etc.): \_\_\_\_\_

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